

North Liberty Community Library Board of Trustees Meeting
City Council Chambers, 1 Quail Creek Drive, North Liberty
6:30pm, May 15, 2018

Meeting called to order at 6:32 PM

Attendance: Jessica Beck; John Henk; Marcia Ziemer; Chris Mangrich; and Doug Neale
Not in Attendance: Bud Forbes, President
Library Director; Jennie Garner

I. Additions/Changes to the Agenda:

- a. Discussion of training assignment “A Culture of Learning” from the State Library Board rather than viewing the Webinar during

II. Public Comment: none

III. Approval of Minutes

April: Jessica Beck moved and Chris Mangrich seconded. Approved.

IV. Reports

- b. Staff introduction –Emily, Family Services Librarian. Her responsibility is primarily with 5 year olds and below age group. Emily is developing a series of Storytime “Kits” that should be completed around the first of the year. These will be themed books, activities, stories that can be checked out by anyone, but especially designed for use by parents, daycare centers, etc. Her hope is to initially create five kits and expand this to over fifty. Other staff librarians (Andrew and Erin) are working with Emily to create this special project for the library. Emily is also working to redesign the Children’s area of the library by making the available space more useful to better serve with activities, stories, and songs (use of large wooden blocks (for example). Emily is also planning to bring Alister Heim, a children’s book author, as a guest speaker. Prairie Lights has been very helpful in supporting the library with authors. It should be noted that one of the Planning for Results is to have this type of engagement with the community. On May 30th, Hills Bank again sponsors the kickoff for the Summer Reading Program, with greatly expanded venues for the participants. Last year, over 300 attended, so much more effort has been made to make the time really enjoyable and more efficient in getting reading logs established. The event will start at 6:00 PM and end at 7:30 PM with the Community Center as a backup location in the event of rain.

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c. Budget— Financial Report and Update as of April 30, 2018

Personnel Services: 79.95

Services & Commodities: 74.74 percent

Total Library Services for: 78.94 D. Average this time of year: 83

There will likely be a percentage increase in the future due to the need to purchase five new computers for use throughout the library. In addition, the library was able to utilize former City Council I-pads to help with replacement costs for those needed units. The Library Director has been having the staff librarians work with their own budgets to better understand the budget process.

d. Friends--- Funding Requests

Library seasonal summer staff person to work 10-12 hours per week. The estimated cost for this is about \$1500 for eight weeks (June/July).

Fund-raising Events

Book Sale – June 6th 4-8pm / Thursday June 7th – Sat June 9th
(City Wide Garage Sale Weekend)

Book Sale Set up June 5th

Friends Canvas Book Bag – Sell for \$10 each (ordered)

Giveaway / Sign up to win- Canvas Bag w/family pass to pool, Heyns or Dairy Queen ice cream shop

e. Director---

Training---All full-time staff have completed scenario training

Presented by NLPD officer Chuck Tygart and the city's Special Projects Coordinator Angela McConville. We were beta site for training and it was very useful and successful.

Policy update---Child Safety policy: Addition of vulnerable adults

Budget Amendment---\$1289 amended in April

Endowment donations--- \$3600 to date

Director (continued)

Employee Update--- Interviewing a Public Services Librarian.
(This position is reinstating the Circulation Services position
formerly filled by Emily Tabor).

Hiring for two permanent part-time Library Assistant positions
Jennifer Jordebrek and Caroline Allen will interview.
Current employee Shane Snapp is moving into the PT
Seasonal Library Assistant position.
Soli Page, current library assistant, will serve as sub but has
taken a full time job.

F. Strategic Plan

Updated information on using Planning for Results

Example: Bettendorf Public Library Strategic Plan

http://www.bettendorflibrary.com/documents/Annual_Report/BPLIC_Strategic_Plan_2016.pdf

G. Library Video

Produced by Ben Statler, owner of North Bend Studios

<https://www.dropbox.com/s/ezsuydf1dw02ytm/NLL%20-%20Video.mp4?dl=0>

V. Policy Review

LIBRARY CHILD SAFETY AND VULNERABLE
ADULTS– POLICY

Small corrections to section A and D needed. Motion to approve by
Jessica Beck and seconded by Chris Mangrich. Motion approved.

VI. Old Business --- none

VII. New Business –

Director Evaluation by library board was discussed and will be tabled until the June meeting. Since the library director receives an evaluation each year by the City Manager, this appears to be a redundant action by the library board. This practice is not required by the State Library Board but the library by laws will need to be reviewed before voting to change this item.

VIII. Other Business --

a. Board training

“Creating a Culture of Learning” Webinar was discussed since a majority of the board members had previously viewed it before the meeting.

<http://www.statelibraryofiowa.org/ld/c-d/continuing-ed/contedials/archives-webinar/board2018-culture>

Topics of discussion included:

1. Creation of Library Board recruitment flyer
2. Keep record of each library board member’s training time in the library board minutes
3. Schedule training time with a “year-at-a-glance” annual calendar so that board members will anticipate and plan on upcoming training times
4. Have staff librarians discuss areas of work in a format that will bring their work into focus for the board members. An example would provide actual data base graphics or a brief video that would allow the board members to “see” the material rather than merely tell them that it is available.

- b. Board evaluations will be on the schedule for June.

Adjourn

Motion by John Henk; seconded by Jessica Beck. Meeting adjourned at 7:40 PM